

## **STATE-20**

### **System name :**

Legal Adviser Attorney Employment Application Records.

### **System location:**

Department of State, 2201 C Street NW, Washington, DC 20520.

### **Categories of individuals covered by the system:**

Applicants for employment as attorneys in the Office of the Legal Adviser.

### **Categories of records in the system:**

Applicant resumes; interview forms; letters of recommendation; miscellaneous administrative correspondence.

### **Authority for maintenance of the system:**

5 U.S.C 301; 22 U.S.C. 811a.

### **Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information is used for recruitment and hiring, requesting employment processing, and other activities of an administrative nature. The information may also be released to other government agencies having statutory or other lawful authority to maintain such information. Also see ``Routine Uses" paragraphs of Prefatory Statement.

### **Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

#### **Storage:**

Hard copy.

#### **Retrievability:**

By individual name.

#### **Safeguards:**

All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State building, and its annexes is controlled by security guards, and admission is limited to those individuals possessing a valid identification card or individuals under proper escort. All records containing personal information are maintained in secured file cabinets or in restricted areas, access to which is limited to authorized personnel.

#### **Retention and disposal:**

Retention of these records varies depending upon the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing to the Director, Foreign Affairs Document and Reference Center, Room

1239, Department of State, 2201 C Street NW, Washington, DC 20520.

### **System manager(s) and address:**

Executive Director, Office of the Legal Adviser, Room 6421, Department of State, 2201 C Street NW, Washington, DC 20520.

### **Notification procedure:**

Individuals who have reason to believe that the Office of the Legal Adviser might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, 2201 C Street NW, Washington, DC 20520. The individual must specify that he/she wishes the records of the Office of the Legal Adviser to be checked. At a minimum, the individual must include: Name; date and place of birth; current mailing address and zip code; signature; the approximate date on which he/she applied for employment with the Office of the Legal Adviser.

### **Record access procedures:**

Individuals who wish to gain access to or amend records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center (address above).

### **Contesting record procedures:**

See above.

### **Record source categories:**

The individual; the Office of Personnel; educational institutions; Office of the Legal Adviser; other offices within the Department.

### **Systems exempted from certain provisions of the act:**

Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State rules published in the Federal Register.